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ABSTRACT

This document contains 20 competency-based examinations with student and instructor manuals for computer science microcomputer-related occupations. For each of the examinations, the student manual contains the following: the competency, the performance objective, directions, the facility to be used, the materials and equipment needed, a space to note time started and time finished, and the competency examination, which consists of tasks to perform. The instructor's manual includes the same materials as the student manual, with specific instructions to the examiner and a competency examination rating sheet. The 20 examinations cover the following material: (1) demonstrating basic microcomputer maintenance; (2) demonstrating intermediate microcomputing maintenance; (3) demonstrating the beginning features of the microcomputer operating system; (4) identifying computer viruses and recovering the system; (5) installing application software in a microcomputer; (6) developing a file-oriented structured computer program; (7) working with files in the Windows environment; (8) preparing a document using text processing; (9) preparing and printing a business resume; (10) preparing a spreadsheet document; (11) integrating word processing and spreadsheet documents; (12) creating macros for an electronic spreadsheet; (13) manipulating in a database; (14) printing and saving documents from a joined file using a database; (15) navigating and customizing in the Windows environment; (16) creating and formatting a document using Pagemaker; (17) demonstrating the advanced features of Pagemaker; (18) programming in a structured computer language; (19) writing batch files that demonstrate the advanced features of the DOS microcomputer operating system; and (20) creating login scripts for the Novell netware. (KC)

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Competency Exams
for
Computer Science
Microcomputing - Related Occupations

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For

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STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE BASIC MICROCOMPUTER MAINTENANCE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #1

Competency: Demonstrate Basic Microcomputer Maintenance.

Performance Objective: The student will install printer ribbons, load paper in a printer, change floppy disk drives, reassemble PC, and connect cables to a PC to perform basic microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) This part of the exam will consist of five tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery on the competency.
- 4) This exam booklet, reference material, student printed material, diskette and supplemental equipment must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Bootable Floppy diskette
Printer ribbon and paper
Floppy diskette drive

Equipment:

Computer workstation with American Megatrends CMOS, DOS 5.0 software
dot-matrix printer, floppy diskette drive, hard drive.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE BASIC MICROCOMPUTER MAINTENANCE

PERFORMANCE EXAM:

- TASK 1 Install the printer ribbon in the dot-matrix printer.
- TASK 2 Load the paper in the dot-matrix printer.
- TASK 3 Remove the cover from the system to change the floppy diskette drive A with the floppy drive provided.
- TASK 4 Reassemble the system.
- TASK 5 Connect all cables to all equipment. Boot the system from the A drive to insure that the new floppy disk drive was properly installed.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE BASIC MICROCOMPUTER MAINTENANCE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #1

Competency: Demonstrate Basic Microcomputer Maintenance.

Performance Objective: The student will install printer ribbons, load paper in a printer, change floppy disk drives, reassemble PC, and connect cables to a PC to perform basic microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are five tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the test booklet, one bootable disk, a extra working floppy disk drive for the A drive, a internal hard drive that was previously set up with DOS and application software, printer ribbon, printer paper, all cables unplugged from the system and electrical outlets, DOS manual and appropriate textbooks and/or reference books.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the examination collect test booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record individual student performance on the competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Bootable Floppy diskette
Printer ribbon and paper
Floppy diskett drive

Equipment:

Computer workstation with American Megatrends CMOS, DOS 5.0 software
dot-matrix printer, floppy diskette drive, hard drive.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE BASIC MICROCOMPUTER MAINTENANCE

PERFORMANCE EXAM:

- TASK 1 Install the printer ribbon in the dot-matrix printer.
- TASK 2 Load the paper in the dot-matrix printer.
- TASK 3 Remove the cover from the system to change the floppy diskette drive A with the floppy drive provided.
- TASK 4 Reassemble the system.
- TASK 5 Connect all cables to all equipment. Boot the system from the A drive to insure that the new floppy disk drive was properly installed.

COMPETENCY EXAM RATING SHEET

Competency: Demonstrate Basic Microcomputer Maintenance.

Performance Objective: The student will install printer ribbons, load paper in a printer, change floppy disk drives, reassemble PC, and connect cables to a PC to perform basic microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Installed printer ribbon			
2. Loaded paper in printer.			
3. Changed floppy drive A.			
4. Reassembled the system.			
5. Connected all cables.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE INTERMEDIATE MICROCOMPUTER MAINTENANCE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #2

Competency: Demonstrate Intermediate Microcomputer Maintenance.

Performance Objective: The student will install hard drives, reassemble PC, connect cables to a PC, configure CMOS and install a mouse to perform intermediate microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) This performance exam consist of five tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material, diskette and supplemental equipment must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Bootable Floppy diskette
Printer ribbon and paper
Hard drive
CMOS documentation

Equipment:

Computer workstation with American Megatrends CMOS, DOS 5.0 software
dot-matrix printer, hard drive, mouse with software and documentation.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE INTERMEDIATE MICROCOMPUTER MAINTENANCE.

PERFORMANCE EXAM:

- TASK 1 Remove the cover from the system to install the hard drive in the system.
- TASK 2 Reassemble the system.
- TASK 3 Connect all cables to all equipment. Boot the system from the C drive to insure that the new hard drive was properly installed.
- TASK 4 Re-boot the system to the CMOS settings. Configure the CMOS for the proper hard drive settings. Warm boot the system and print screen the CMOS settings.
- TASK 5 Install the mouse and software. Send to the printer a copy of AUTOEXEC.BAT which shows the installed mouse settings.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE INTERMEDIATE MICROCOMPUTER MAINTENANCE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #2

Competency: Demonstrate Intermediate Microcomputer Maintenance.

Performance Objective: The student will install hard drives, reassemble PC, connect cables to a PC, configure CMOS and install a mouse to perform intermediate microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are five tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the test booklet, one bootable disk, a print screen of correct settings for CMOS, a internal hard drive that was previously set up with DOS and application software, printer ribbon, printer paper, all cables unplugged from the system and electrical outlets, DOS manual and appropriate textbooks and/or reference books.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion the examination collect test booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record individual student performance on the competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Bootable Floppy diskette
Printer ribbon and paper
Hard drive
CMOS documentation

Equipment:

Computer workstation with American Megatrends CMOS, DOS 5.0 software, dot-matrix printer, hard drive, mouse with software and documentation.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE INTERMEDIATE MICROCOMPUTER MAINTENANCE.

PERFORMANCE EXAM:

- TASK 1 Remove the cover from the system to install the hard drive in the system.
- TASK 2 Reassemble the system.
- TASK 3 Connect all cables to all equipment. Boot the system from the C drive to insure that the new hard drive was properly installed.
- TASK 4 Re-boot the system to the CMOS settings. Configure the CMOS for the proper hard drive settings. Warm boot the system and print screen the CMOS settings.
- TASK 5 Install the mouse and software. Send to the printer a copy of AUTOEXEC.BAT which shows the installed mouse settings.

COMPETENCY EXAM RATING SHEET

Competency: Demonstrate Intermediate Microcomputer Maintenance.

Performance Objective: The student will install hard drives, reassemble PC, connect cables to a PC, configure CMOS and install a mouse to perform intermediate microcomputer maintenance to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Installed hard drive.			
2. Reassembled the system.			
3. Connected all cables.			
4. Configured CMOS.			
5. Installed mouse.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE THE BEGINNING FEATURES OF THE DOS
MICROCOMPUTER OPERATING SYSTEM.

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #3

Competency: Demonstrate the beginning features of the DOS microcomputer operating system.

Performance Objective: The student will format floppy disks, print lists of subdirectories, copy files and sort directories that use beginning disk operating system commands to demonstrate their proficiency of knowledge, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are seven tasks that the student must complete.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material, diskette and supplemental equipment must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Blank 5 1/4" diskette
DOS Manual

Equipment:

Computer workstation with DOS 5.0 software and printer.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE THE BEGINNING FEATURES OF THE DOS MICROCOMPUTER OPERATING SYSTEM.

PERFORMANCE EXAM:

- TASK 1 Format a double-sided, high-density 3 1/2" diskette without the system.
- TASK 2 Format a double-sided, double-density 5 1/4" diskette with the system.
- TASK 3 Send to the printer a listing of all the files in the DOS subdirectory from the hard drive.
- TASK 4 Send to the printer a listing of all the subdirectories from the hard drive without the file names.
- TASK 5 Copy all the files in the subdirectory DOS that begin with the letter M to the 3 1/2" diskette.
- TASK 6 Copy all the files from the 3 1/2" diskette to the 5 1/4" diskette.
- TASK 7 Send to the printer a listing of all the files sorted by filename extension on the 5 1/4" diskette.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

DEMONSTRATE THE BEGINNING FEATURES OF THE DOS
MICROCOMPUTER OPERATING SYSTEM

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #3

Competency: Demonstrate the beginning features of the DOS microcomputer operating system.

Performance Objective: The student will format floppy disks, print lists of subdirectories, copy files and sort directories that use beginning disk operating system commands to demonstrate their proficiency of knowledge, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are seven tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the test booklet, two blank diskettes and DOS 5.0 manual.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the examination collect test booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record individual student performance on the competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Blank 5 1/4" diskette
DOS Manual

Equipment:

Computer workstation with DOS 5.0 software and printer.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATE THE BEGINNING FEATURES OF THE DOS MICROCOMPUTER OPERATING SYSTEM.

PERFORMANCE EXAM:

- TASK 1 Format a double-sided, high-density 3 1/2" diskette without the system.
- TASK 2 Format a double-sided, double-density 5 1/4" diskette with the system.
- TASK 3 Send to the printer a listing of all the files in the DOS subdirectory from the hard drive.
- TASK 4 Send to the printer a listing of all the subdirectories from the hard drive without the file names.
- TASK 5 Copy all the files in the subdirectory DOS that begin with the letter M to the 3 1/2" diskette.
- TASK 6 Copy all the files from the 3 1/2" diskette to the 5 1/4" diskette.
- TASK 7 Send to the printer a listing of all the files sorted by filename extension on the 5 1/4" diskette.

COMPETENCY EXAM RATING SHEET

Competency: Demonstrate the beginning features of the DOS microcomputer operating system.

Performance Objective: The student will format floppy disks, print lists of subdirectories, copy files and sort directories that use beginning disk operating system commands to demonstrate their proficiency of knowledge, achieving 100% mastery on the performance exam.

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Formated 3 1/2" diskette without system.			
2. Formated 5 1/4" diskette with system.			
3. DIR listing to printer.			
4. TREE listing to printer.			
5. COPYED files from C drive to 3 1/2 drive.			
6. COPYED files from 3 1/2 drive to 5 1/4 drive.			
7. PRN listing of files on 5 1/4 drive.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
IDENTIFYING COMPUTER VIRUES
AND RECOVERING THE SYSTEM

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #4

Competency: Identifying Computer Viruses and Recovering the System.

Performance Objective: Given the appropriate materials and equipment the student will identify and remove computer viruses from the system and recover the computer system to the original configuration, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for the exam is one hour and thirty minutes.
- 2) The performance examination consist of three tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet and reference material must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Virus detecting and recovering software and the manuals

Equipment:

Computer workstation with virus detecting software and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

IDENTIFYING COMPUTER VIRUES AND RECOVERING THE SYSTEM

PERFORMANCE EXAM:

- TASK 1** The system you will be working on has been infected with two virues. Use any tool to identify the virues and remove it from the system.
- TASK 2** Repair or delete all infected files.
- TASK 3** Using a wordprocessor, create a memo to the employees of your company alerting them about these virues. The memo should include procedures on how to detect and remove these virues from their computer system.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

IDENTIFYING COMPUTER VIRUES
AND RECOVERING THE SYSTEM

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #4

Competency: Identifying Computer Viruses and Recovering the System.

Performance Objective: Given the appropriate materials and equipment the student will identify and remove computer viruses from the system and recover the computer system to the original configuration, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for this exam is one hour and thirty minutes.
- 2) There are three tasks that the student must complete.
- 3) Prepare according to given instructions.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Virus detecting and recovering software and the manuals

Equipment:

Computer workstation with virus detecting software and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
IDENTIFYING COMPUTER VIRUES
AND RECOVERING THE SYSTEM

PERFORMANCE EXAM:

- TASK 1** The system you will be working on has been infected with two virues. Use any tool to identify the virus and remove it from the system.
- TASK 2** Repair or delete all infected files.
- TASK 3** Using a wordprocessor, create a memo to the employees of your company alerting them about these virues. The memo should include procedures on how to detect and remove these viruses from their computer system.
- NOTE:** The systems needs to be infected with virues which are known by the detector software.

COMPETENCY EXAMINATION RATING SHEET

Competency: Identifying Computer Viruses and Recovering the System.

Performance Objective: Given the appropriate materials and equipment the student will identify and remove computer viruses from the system and recover the computer system to the original configuration, achieving 80% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded virus detection software and executed.			
2. Identifies viruses.			
3. Removed viruses.			
4. Repaired or deleted infected files.			
5. Explanation of removal procedures.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
INSTALLING APPLICATION SOFTWARE
IN A MICROCOMPUTER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #5

Competency: Installing Application Software in a Microcomputer.

Performance Objective: Given the various types of software the student will be able to install application software on a microcomputer, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is one hour.
- 2) The performance examination consist of six tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery on the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Software package and the manuals

Equipment:

Computer workstation with DOS software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
INSTALLING APPLICATION SOFTWARE
IN A MICROCOMPUTER

PERFORMANCE EXAM:

- TASK 1** Install one of the following: Word Processing, Spreadsheet, or Database Software.
- a. Select the correct monitor type.
 - b. Select the correct printer driver.
 - c. Default all data files to a drive.
- TASK 2** Execute the software.
- TASK 3** Send to the printer a copy that shows the printer driver used for the software.
- TASK 4** Key in a simple document or data of the student's choice.
- TASK 5** Send to the printer a copy of your document or data.
- TASK 6** Exit the software.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
INSTALLING APPLICATION SOFTWARE
IN A MICROCOMPUTER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #5

Competency: Installing Application Software in a Microcomputer.

Performance Objective: Given the various types of software the student will be able to install application software on a microcomputer, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for this exam is one hour.
- 2) There are six tasks that the student must complete.
- 3) Prepare according to given instructions or formula.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Software package and the manuals

Equipment:

Computer workstation with DOS software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
INSTALLING APPLICATION SOFTWARE
IN A MICROCOMPUTER

PERFORMANCE EXAM:

- TASK 1 Install one of the following: Word Processing, Spreadsheet or Database software.
- a. Select the correct monitor type.
 - b. Select the correct printer driver.
 - c. Default all data files to a drive.
- TASK 2 Execute the software.
- TASK 3 Send to the printer a copy that shows the printer driver used for the software.
- TASK 4 Key in a simple document or data of the student's choice.
- TASK 5 Send to the printer a copy of your document or data.
- TASK 6 Exit the software.

COMPETENCY EXAMINATION RATING SHEET

Competency: Installing Application Software in a Microcomputer.

Performance Objective: Given the various types of software the student will be able to install application software on a microcomputer, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Installed software.			
2. Corrected monitor.			
3. Corrected printer.			
4. Defaulted data drive.			
5. Executed software.			
6. Printed screen of software.			
7. Printed copy of document.			
8. Exited software.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
DEVELOP A FILE ORIENTED STRUCTURED
COMPUTER PROGRAM

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #6

Competency: Develop a File Oriented Structured Computer Program.

Performance Objective: The student will plan, code, debug, and print a file oriented program in a structured computer language, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 2 hours.
- 2) The performance exam consists of six tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Student Choice of Language Compilers and the manuals

Equipment:

Computer work station with language compiler and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
DEVELOP A FILE ORIENTED STRUCTURED
COMPUTER PROGRAM

PERFORMANCE EXAM:

TASK 1 Develop a plan for the following problem.
This may be done through flowcharting or pseudocode.

Write a menu driven random access file handling program. Menu selections should include:

- 1) Create a new file
- 2) Add a record
- 3) Search for a record
- 4) Delete a record
- 5) Modify a record
- 6) Print out a file
- 7) Exit

The information for the record is an inventory for each room in your home, listing each item, date of purchase, serial number, and approximate value.

TASK 2 From the plan, developed above, code the program in a structured computer language.

TASK 3 Debug the program and make necessary changes so that all the errors are corrected.

TASK 4 Test the program using your own home as input information.

TASK 5 Document the program and format the output.

TASK 6 Print a listing of the program and direct the output to the printer.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
DEVELOP A FILE ORIENTED STRUCTURED
COMPUTER PROGRAM

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #6

Competency: Develop a File Oriented Structured Computer Program.

Performance Objective: The student will plan, code, debug, and print a file oriented program in a structured computer language, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for this exam is 2 hours.
- 2) There are six tasks that the student must complete.
- 3) Prepare according to given instructions.
- 4) Upon completion of the exam, verify that all materials, and equipment have been returned to pretest condition.
- 5) Clarify any questions before the exam begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette

Student Choice of Language Compilers and the manuals

Equipment:

Computer work station with language compiler and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
DEVELOP A FILE ORIENTED STRUCTURED
COMPUTER PROGRAM

PERFORMANCE EXAM:

TASK 1 Develop a plan for the following problem.
This may be done through flowcharting or pseudocode.

Write a menu driven random access file handling program. Menu selections should include:

- 1) Create a new file
- 2) Add a record
- 3) Search for a record
- 4) Delete a record
- 5) Modify a record
- 6) Print out a file
- 7) Exit

The information for the record is an inventory for each room in your home, listing each item, date of purchase, serial number, and approximate value.

TASK 2 From the plan, developed above, code the program in a structured computer language.

TASK 3 Debug the program and make necessary changes so that all the errors are corrected.

TASK 4 Test the program using your own home as input information.

TASK 5 Document the program and format the output.

TASK 6 Print a listing of the program and direct the output to the printer.

COMPETENCY EXAMINATION RATING SHEET

Competency: Develop a File Oriented Structured Computer Program.

Performance Objective: The student will plan, code, debug, and print a file oriented program in a structured computer language, achieving 80% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Designed a program solution by flow chart of pseudocode.			
2. Coded the program.			
3. Dedbuged the program.			
4. Tested the program.			
5. Documented the program.			
6. Printed the program.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
WORKING WITH FILES IN THE
WINDOWS ENVIRONMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #7

Competency: Working with Files in the Windows Environment.

Performance Objective: Given the appropriate materials and equipment the student will demonstrate the ability to work with files in the windows environment, achieving 90% mastery on the performance exam.

- 1) The maximum time allowed for the exam is one hour.
- 2) The performance examination consist of seven tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery on the competency.
- 4) This exam booklet and reference material must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Windows software package and the manuals

Equipment:

Computer workstation with windows software

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

WORKING WITH FILES IN THE WINDOWS ENVIRONMENT

PERFORMANCE EXAM:

- TASK 1 Open the Microsoft windows operating environment.
- TASK 2 Create a new group windows called "personal".
- TASK 3 Open the program manager and create a sub-directory called "personal".
- TASK 4 Copy the "Write" program into this new group "personal".
- TASK 5 Create a new program item icon called "resume". The command line should link this new item to the resume created in the text processing competency exam.
- TASK 6 Change the icon to one of your choice.
- TASK 7 Using the notepad, make a list of your last five jobs, then move this information to the "resume".

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
WORKING WITH FILES IN THE
WINDOWS ENVIRONMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #7

Competency: Working with Files in the Windows Environment.

Performance Objective: Given the appropriate materials and equipment the student will demonstrate the ability to work with files in the windows environment, achieving 90% mastery on the performance exam.

- 1) The maximum time allowed for this exam is one hour.
- 2) There are seven tasks that the student must complete.
- 3) Prepare according to given instructions or formula.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Windows software package and the manuals

Equipment:

Computer workstation with windows software

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

WORKING WITH FILES IN THE WINDOWS ENVIRONMENT

PERFORMANCE EXAM:

- TASK 1 Open the Microsoft windows operating environment.
- TASK 2 Create a new group windows called "personal".
- TASK 3 Open the program manager and create a sub-directory called "personal".
- TASK 4 Copy the "Write" program into this new group "personal".
- TASK 5 Create a new program item icon called "resume". The command line should link this new item to the resume created in the text processing competency exam.
- TASK 6 Change the icon to one of your choice.
- TASK 7 Using the notepad, make a list of your last five jobs, then move this information to the "resume".

COMPETENCY EXAMINATION RATING SHEET

Competency: Working with Files in the Windows Environment.

Performance Objective: Given the appropriate materials and equipment the student will demonstrate the ability to work with files in the windows environment, achieving 90% mastery on the performance exam.

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the windows program.			
2. Created a new group.			
3. Created a new sub-directory.			
4. Copied a program into a group.			
5. Created a new program icon.			
6. Changed icons.			
7. Manipulated information from the notepad.			

NOTE TO EXAMINER: No printed material will be turned in by the student. Examiner should check all settings on the system before the student leaves.

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

PREPARING A DOCUMENT USING TEXT PROCESSING

COMPUTER SCIENCE
MICROCOMPUTING—RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE STUDENT

PERFORMANCE EXAMINATION #8

Competency: Preparing a Document Using Text Processing.

Performance Objective: The student will demonstrate the ability to perform basic text processing commands by inputting, formatting, revising and printing a document, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the examination is one hour.
- 2) This performance examination consists of four major tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference manuals, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Various text processing software packages with manuals

Equipment:

Computer workstation with text processors and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PREPARING A DOCUMENT USING TEXT PROCESSING

PERFORMANCE EXAM:

- TASK 1** Enter into the text processor the items included on a given document. You may chose any wordprocessing software package or desktop publishing software package that you feel comfortable with to complete this exam.
- 1) The first data that must be entered into the document is your name, address, and phone number.
 - 2) The next step is to describe your educational background, making sure that you list your school name, degrees, specialties and grade point average.
 - 3) From there, you need to list all of your jobs starting with the most recent. Be sure to include within your employment history a description of your responsibilities.
 - 4) Once the document is complete, send a copy to the printer for the examiner.
- TASK 2** You forgot to mention in your resume all of the software packages and programming languages which you have learned while pursuing your microcomputer degree.
- 1) Insert these in the proper place in your resume.
 - 2) Once these revisions are made, send a copy of this document to the printer for the examiner.
- TASK 3** Next, the document needs to be formatted.
- 1) Double space the material and print the document.
 - 2) Center and boldface your name, and left justify the rest of the document.
 - 3) The margins for the top and bottom of each page should be set at .5 inches.
 - 4) Margins for the left should be 1.5 inches and the right 1 inch. Tabs should be set at 5 and 10 (all others should be deleted).
 - 5) Print the document, then reveal codes and print the document again.
- TASK 4** After these activities have been completed, save the document on the data disk and turn in the diskette with the printed material.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PREPARING A DOCUMENT USING TEXT PROCESSING

COMPUTER SCIENCE
MICROCOMPUTING—RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #8

Competency: Preparing a Document Using Text Processing.

Performance Objective: The student will demonstrate the ability to perform basic text processing commands by inputting, formatting, revising and printing a document, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the examination is one hour.
- 2) There are four tasks that the student must complete. The criteria for mastery of the competency is one hundred percent.
- 3) The examiner is to be sure the each student has a copy of the exam booklet, a blank diskette and wordprocessing software with manuals.
- 4) Clarify any questions before the exam begins.
- 5) Upon completion of the examination verify that all testing materials are in your possession.
- 6) Enter student performance on their individual student competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Various text processing software packages with manuals

Equipment:

Computer workstation with text processors and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PREPARING A DOCUMENT USING TEXT PROCESSING

PERFORMANCE EXAM:

TASK 1 Enter into the text processor the items included on a given document. You may chose any wordprocessing software package or desktop publishing software package that you feel comfortable with to complete this exam.

- 1) The first data that must be entered into the document is your name, address, and phone number.
- 2) The next step is to describe your educational background, making sure that you list your school name, degrees, specialties and grade point average.
- 3) From there, you need to list all of your jobs starting with the most recent. Be sure to include within your employment history a description of your responsibilities.
- 4) Once the document is complete, send a copy to the printer for the examiner.

TASK 2 You forgot to mention in your resume all of the software packages and programming languages which you have learned while pursuing your microcomputer degree.

- 1) Insert these in the proper place in your resume.
- 2) Once these revisions are made, send a copy of this document to the printer for the examiner.

TASK 3 Next, the document needs to be formatted.

- 1) Double space the material and print the document.
- 2) Center and boldface your name, and left justify the rest of the document.
- 3) The margins for the top and bottom of each page should be set at .5 inches.
- 4) Margins for the left should be 1.5 inches and the right 1 inch. Tabs should be set at 5 and 10 (all others should be deleted).
- 5) Print the document, then reveal codes and print the document again.

TASK 4 After these activities have been completed, save the document on the data disk and turn in the diskette with the printed material.

COMPETENCY EXAMINATION RATING SHEET

Competency: Preparing a Document Using Text Processing.

Performance Objective: The student will demonstrate the ability to perform basic text processing commands by inputting, formatting, revising and printing a document, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the wordprocessing program.			
2. Opened a new document.			
3. Entered the text in the program.			
4. Inserted text into a document.			
5. Printed a document.			
6. Set tabs.			
7. Set margins.			
8. Set line spacing.			
9. Used bold characters.			
10. Justified document.			
11. Saved the document on a diskette.			
12. Performed the competency within the allocated time.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

PREPARE AND PRINT A BUSINESS RESUME

COMPUTER SCIENCE
MICROCOMPUTING—RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE STUDENT

PERFORMANCE EXAMINATION #9

Competency: Prepare and Print a Business Resume.

Performance Objective: Given a sample resume and using any word processing software package with manuals enter the appropriate information about yourself for a business resume and print a copy of the document, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the examination is 1 hour and 30 minutes.
- 2) This performance examination consists of four major tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference manuals, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Various text processing software packages with manuals

Equipment:

Computer workstation with text processors and printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
PREPARE AND PRINT A BUSINESS RESUME

PERFORMANCE EXAM:

- TASK 1 Choose software package.
- TASK 2 Enter appropriate information.
- TASK 3 Print copy of the document.
- TASK 4 After these activities have been completed, save the document on the data disk and turn in the diskette with the printed material.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PREPARE AND PRINT A BUSINESS RESUME

COMPUTER SCIENCE
MICROCOMPUTING—RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #9

Competency: Prepare and Print a Business Resume.

Performance Objective: Given a sample resume and using any word processing software package with manuals enter the appropriate information about yourself for a business resume and print a copy of the document, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the examination is 1 hour and 30 minutes.
- 2) There are four tasks that the student must complete.
- 3) The examiner is to be sure the each student has a copy of the exam booklet, a blank diskette and word processing software with manuals.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the exam, collect exam booklets, diskette, and reference manuals and return to the appropriate administrator.
- 6) Enter student performance on their individual student competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Various text processing software packages with manuals

Equipment:

Computer workstation with text processors and printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PREPARE AND PRINT A BUSINESS RESUME

PERFORMANCE EXAM:

- TASK 1 Choose software package.
- TASK 2 Enter appropriate information.
- TASK 3 Print copy of the document.
- TASK 4 After these activities have been completed, save the document on the data disk and turn in the diskette with the printed material.

COMPETENCY EXAMINATION RATING SHEET

Competency: Prepare and Print a Business Resume.

Performance Objective: Given a sample resume and using any word processing software package with manuals enter the appropriate information about yourself for a business resume and print a copy of the document, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Choose appropriate software package.			
2. Entered appropriate information.			
3. Printed copy of the document.			
4. After these activities were completed, saved the document on the data disk and turned in the diskette with the printed material.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PREPARING A SPREADSHEET DOCUMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE STUDENT

PERFORMANCE EXAMINATION #10

Competency: Preparing a Spreadsheet Document.

Performance Objective: The student will demonstrate the ability to perform commands using spreadsheet software to create, format, modify, analyze and report information, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and thirty minutes.
- 2) The performance examination consist of six tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference materials, students printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Material Needed:

Blank 3 1/2" diskette

Various spreadsheet software packages and manuals

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
PREPARING A SPREADSHEET DOCUMENT

PERFORMANCE EXAM:

TASK 1 Create a worksheet with the following information.

INPUT INFORMATION NEEDED

<u>SALESPERSON</u>	<u>BASE PAY</u>	<u>COMMISSION RATE</u>	<u>SALES</u>
David Anderson	400.00	3%	4,500.00
Ray Bell	300.00	3%	1,445.80
Jeremy Pate	300.00	4%	1,320.94
Lynn Hubbard	500.00	5%	3,798.76
Jack Taylor	475.00	4%	1,079.86
Dan Smith	350.00	2%	1,826.25
Norman White	375.00	5%	3,894.39

Print a copy of the worksheet.

TASK 2 Use the arithmetic and functions to calculate the total amount of commissions and the total gross pay for each employee. The copy command should be used. Print a copy of the worksheet.

TASK 3 Now, calculate the total sales of all employees, the total number of salespeople and the total gross pay for all employees. Print a copy of the worksheet.

TASK 4 Modify the spreadsheet by:

- 1) Increasing the column width of the sales to 10 spaces.
- 2) Format all the numeric values so that no decimal values are included.
- 3) Change the base pay of Ray Bell to \$350.00.
- 4) Print a copy of the worksheet.

TASK 5 Create a line graph showing differences in sales for all employees and print the graph.

TASK 6 Save the spreadsheet on your diskette and turn in the diskette with the printed material.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PREPARING A SPREADSHEET DOCUMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #10

Competency: Preparing a Spreadsheet Document.

Performance Objective: The student will demonstrate the ability to perform commands using spreadsheet software to create, format, modify, analyze and report information, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are six tasks that the student must complete. The criteria for mastery is one hundred percent.
- 3) Clarify any questions before the exam begins.
- 4) Upon completion of the exam, verify that all testing materials are in your possession.
- 5) Enter student performance on their individual competency rating sheet.

Materials Needed:

Blank 3 1/2" diskette
Various spreadsheet software packages and manuals

Facility:

Computer Science Lab

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PREPARING A SPREADSHEET DOCUMENT

PERFORMANCE EXAM:

TASK 1 Create a worksheet with the following information.

INPUT INFORMATION NEEDED

<u>SALESPERSON</u>	<u>BASE PAY</u>	<u>COMMISSION</u> <u>RATE</u>	<u>SALES</u>
David Anderson	400.00	3%	4,500.00
Ray Bell	300.00	3%	1,445.80
Jeremy Pate	300.00	4%	1,320.94
Lynn Hubbard	500.00	5%	3,798.76
Jack Taylor	475.00	4%	1,079.86
Dan Smith	350.00	2%	1,826.25
Norman White	375.00	5%	3,894.39

Print a copy of the worksheet.

TASK 2 Use the arithmetic and functions to calculate the total amount of commissions and the total gross pay for each employee. The copy command should be used. Print a copy of the worksheet.

TASK 3 Now, calculate the total sales of all employees, the total number of salespeople and the total gross pay for all employees. Print a copy of the worksheet.

TASK 4 Modify the spreadsheet by:

- 1) Increasing the column width of the sales to 10 spaces.
- 2) Format all the numeric values so that no decimal values are included.
- 3) Change the base pay of Ray Bell to \$350.00.
- 4) Print a copy of the worksheet.

TASK 5 Create a line graph showing differences in sales for all employees and print the graph.

TASK 6 Save the spreadsheet on your diskette and turn in the diskette with the printed material.

COMPETENCY EXAMINATION RATING SHEET

Competency: Preparing a Spreadsheet Document.

Performance Objective: The student will demonstrate the ability to perform the commands using a spreadsheet software to create, format, modify, analyze and report information, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the spreadsheet program.			
2. Opened a new spreadsheet file.			
3. Entered labels(values) and functions into the file.			
4. Formatted cells.			
5. Edited cell entries.			
6. Performed the copy function.			
7. Printed graphs and reports.			
8. Saved the spreadsheets files.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
INTEGRATING WORDPROCESSING
AND SPREADSHEET DOCUMENTS

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #11

Competency: Integrating WordProcessing and SpreadSheet Documents.

Performance Objective: The student will start spreadsheet and wordprocessing software, create spreadsheet tables, create graphs from spreadsheet software, save spreadsheet tables and graphs in text format, integrate text documents and graphs and print integrated documents to perform integration of wordprocessing and spreadsheet documents to demonstrate their proficiency of knowledge, achieving 90% accuracy on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour.
- 2) This exam consist of fourteen tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette and supplemental equipment must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Manuals for spreadsheets
Manuals for wordprocessing
Textbooks of student's choice

Equipment:

Computer workstation with printer and installed DOS, wordprocessing and spreadsheet software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

INTEGRATING WORDPROCESSING AND SPREADSHEET DOCUMENTS

PERFORMANCE EXAM:

TASK 1 Start the spreadsheet software.

TASK 2 Key in the following table:

SOFTWARE	NUMBER OF COPIES	PRICE	TOTAL
Quattro Pro 4.0	2 Lab Packs	600	1,200
Turbo Pascal 6	2 Lab Packs	450	900
Excel 4.0 for Window	1 Copy	320	320
Direct Access Menu System	120 Copies	42	5,040
WordPerfect 5.1	4 Lab Packs	269	1,076
OS/2 Ver 2.0	1 Copy	195	195
TOTAL NEEDED			\$8,731

TASK 3 Save the table in a text format on the floppy disk.

TASK 4 Create a pie graph for the total column.

TASK 5 Save the graph in a text format on the floppy disk.

TASK 6 Exit the spreadsheet software.

TASK 7 Start the wordprocessing software.

TASK 8 Type in the following memo:

TO: Ms. Betty Accountant
Business Office Manager

FROM: Ms. Susie Trainor
Continuing Education Coordinator

DATE: April 6, 1993

RE: Software Budget

This memo is to request additional budget amounts for software for new training courses. These new courses will begin September 1993 as requested by several major businesses in our area.

This table and accompanying graph explain my previous memo regarding budget request for software.

- TASK 9 Save the document on the floppy disk.
- TASK 10 Retrieve from the disk the text version of the spreadsheet table that you created in step 2. Insert this table under the completed memo you just created.
- TASK 11 Retrieve from the disk the text version of the pie graph that you created in step 4. Insert this graph under the table retrieved in step 10.
- TASK 12 Save the new integrated document on the floppy disk.
- TASK 13 Send a copy of this integrated document to the printer. Make sure the document is presentable before printing.
- TASK 14 Exit the word processing software.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
INTEGRATING WORDPROCESSING
AND SPREADSHEET DOCUMENTS

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #11

Competency: Integrating WordProcessing and Spreadsheet Documents.

Performance Objective: The student will start spreadsheet and wordprocessing software, create spreadsheet tables, create graphs from spreadsheet software, save spreadsheet tables and graphs in text format, integrate text documents and graphs and print integrated documents to perform integration of wordprocessing and spreadsheet documents to demonstrate their proficiency of knowledge, achieving 90% accuracy on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour.
- 2) There are fourteen tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the exam booklet, one floppy disk, installed DOS and application software and appropriate reference books.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the exam, collect exam booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Manuals for spreadsheets
Manuals for wordprocessing
Textbooks of student's choice

Equipment:

Computer workstation with printer and installed DOS, wordprocessing and spreadsheet software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

INTEGRATING WORDPROCESSING AND SPREADSHEET DOCUMENTS

PERFORMANCE EXAM:

TASK 1 Start the spreadsheet software.

TASK 2 Key in the following table:

SOFTWARE	NUMBER OF COPIES	PRICE	TOTAL
Quattro Pro 4.0	2 Lab Packs	600	1,200
Turbo Pascal 6	2 Lab Packs	450	900
Excel 4.0 for Window	1 Copy	320	320
Direct Access Menu System	120 Copies	42	5,040
WordPerfect 5.1	4 Lab Packs	269	1,076
OS/2 Ver 2.0	1 Copy	195	195
TOTAL NEEDED			\$8,731

TASK 3 Save the table in a text format on the floppy disk.

TASK 4 Create a pie graph for the total column.

TASK 5 Save the graph in a text format on the floppy disk.

TASK 6 Exit the spreadsheet software.

TASK 7 Start the wordprocessing software.

TASK 8 Type in the following memo:

TO: Ms. Betty Accountant
Business Office Manager

FROM: Ms. Susie Trainor
Continuing Education Coordinator

DATE: April 6, 1993

RE: Software Budget

This memo is to request additional budget amounts for software for new training courses. These new courses will begin September 1993 as requested by several major businesses in our area.

This table and accompanying graph explain my previous memo regarding budget request for software.

- TASK 9 Save the document on the floppy disk.
- TASK 10 Retrieve from the disk the text version of the spreadsheet table that you created in step 2. Insert this table under the completed memo you just created.
- TASK 11 Retrieve from the disk the text version of the pie graph that you created in step 4. Insert this graph under the table retrieved in step 10.
- TASK 12 Save the new integrated document on the floppy disk.
- TASK 13 Send a copy of this integrated document to the printer. Make sure the document is presentable before printing.
- TASK 14 Exit the word processing software.

COMPETENCY EXAMINATION RATING SHEET

Competency: Integrating WordProcessing and SpreadSheet Documents.

Performance Objective: The student will start spreadsheet and wordprocessing software, create spreadsheet tables, create graphs from spreadsheet software, save spreadsheet tables and graphs in text format, integrate text documents and graphs and print integrated documents to perform integration of wordprocessing and spreadsheet documents to demonstrate their proficiency of knowledge, achieving 90% accuracy on the performance exam.

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Started spreadsheet software.			
2. Keyed in table.			
3. Saved table in text format.			
4. Created pie graph.			
5. Saved graph in text format.			
6. Exited spreadsheet software.			
7. Started wordprocessing software.			
8. Keyed in memo.			
9. Saved document.			

Comments: _____

(CONTINUED)
COMPETENCY EXAMINATION RATING SHEET

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
10. Retrieved spreadsheet table.			
11. Retrieved spreadsheet table.			
12. Saved new document.			
13. Sent a integrated copy to printer.			
14. Exited wordprocessing software.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
CREATING MACROS FOR AN
ELECTRONIC SPREADSHEET

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #12

Competency: Creating Macros for an Electronic Spreadsheet.

Performance Objective: Given the appropriate electronic spreadsheet software the student will create a large worksheet with macros for a student budget and demonstrate their proficiency of knowledge, achieving 95% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) The performance examination consist of eight tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Printer
Software Manual for electronics spreadsheets

Equipment:

Computer workstation with DOS and electronics spreadsheet software with documentation.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING MACROS FOR AN ELECTRONIC SPREADSHEET

PERFORMANCE EXAM:

- TASK 1 Key in work sheet labels.
- TASK 2 Center the column heads.
- TASK 3 Create a macro to format the currency cells.
- TASK 4 Key in the numerical values.
- TASK 5 Create appropriate formula for calculating total income.
- TASK 6 Create appropriate formula for calculating total expense.
- TASK 7 Create appropriate formula for calculating net income.
- HINT: The previous month's net income will represent beginning cash balance for the current month.
- TASK 8 Save and Print worksheet.

Create the worksheet below using electronics spreadsheet software and begin it on row 9.

STUDENT BUDGET FOR FALL 1993

	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
BEGINNING CASH	5,000			
INCOME				
Hourly Rate	8.00			
Hours Worked	.90	75	81	63
Hourly Income				
Scholarship	—	<u>2,000</u>	—	—
TOTAL INCOME				
EXPENSES				
Room & Board	500	500	500	500
Tuition				
Auto Expense	300	300	300	300
Books				
Clothing	100	100	100	100
Misc.	<u>160</u>	<u>160</u>	<u>160</u>	<u>160</u>
TOTAL EXPENSES:				
NET INCOME:				

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

CREATING MACROS FOR AN
ELECTRONIC SPREADSHEET

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #12

Competency: Creating Macros for an Electronic Spreadsheet.

Performance Objective: Given the appropriate electronic spreadsheet software the student will create a large worksheet with macros for a student budget and demonstrate their proficiency of knowledge, achieving 95% mastery on the performance exam.

- 1) The maximum time allowed for this exam is 1 hour and 30 minutes.
- 2) There are eight tasks that the student must complete.
- 3) Prepare according to given instructions or formula.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Printer
Software Manual for electronics spreadsheets

Equipment:

Computer workstation with DOS and electronics spreadsheet software with documentation.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING MACROS FOR AN ELECTRONIC SPREADSHEET

PERFORMANCE EXAM:

- TASK 1 Key in work sheet labels.
- TASK 2 Center the column heads.
- TASK 3 Create a macro to format the currency cells.
- TASK 4 Key in the numeric values.
- TASK 5 Create appropriate formula for calculating total income.
- TASK 6 Create appropriate formula for calculating total expense.
- TASK 7 Create appropriate formula for calculating net income.
- HINT: The previous month's net income will represent beginning cash balance for the current month.
- TASK 8 Save and Print worksheet.

Create the worksheet below using electronics spreadsheet software and begin it on row 9.

STUDENT BUDGET FOR FALL 1993

	<u>SEPT</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>
BEGINNING CASH	5,000			
INCOME				
Hourly Rate	8.00			
Hours Worked	.90	75	81	63
Hourly Income				
Scholarship	—	2,000	—	—
TOTAL INCOME				
EXPENSES				
Room & Board	500	500	500	500
Tuition				
Auto Expense	300	300	300	300
Books				
Clothing	100	100	100	100
Misc.	<u>160</u>	<u>160</u>	<u>160</u>	<u>160</u>
TOTAL EXPENSES:				
NET INCOME:				

COMPETENCY EXAMINATION RATING SHEET

Competency: Creating Macros for an Electronic Spreadsheet.

Performance Objective: Given the appropriate electronic spreadsheet software the student will create a large worksheet with macros for a student budget and demonstrate their proficiency of knowledge, achieving 95% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the spreadsheet program.			
2. Opened a new spreadsheet file.			
3. Entered labels/values/and functions into the file.			
4. Formatted cells.			
5. Created the macro.			
6. Executed the macro.			
7. Saved and printed the worksheet.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
MANIPULATING IN A DATABASE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS FOR THE STUDENT

PERFORMANCE EXAMINATION #13

Competency: Manipulating in a Database.

Performance Objective: The student will demonstrate the ability to manipulate a database by creating, updating and reporting information, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is one hour.
- 2) The perform exam consist of nine tasks.
- 3) You will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This test booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Database Software package and the manuals

Time started _____

Time finished _____

COMPETENCY EXAMINATION
MANIPULATING IN A DATABASE

PERFORMANCE EXAM:

TASK 1 Design and input the following new database called employee.

The structure should look like the following:

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DEC</u>
NUMBER	N	4	0
LAST_NAME	C	9	
FIRST_NAME	C	8	
DEPARTMENT	C	10	
PAY_RATE	N	5	2
UNION	C	1	

TASK 2 Insert the following data in this database:

NUMBER	NAME	DEPARTMENT	PAY RATE	UNION
1013	McCormack Nigel	Shipping	8.25	Y
1016	Ackerman David	Accounting	9.75	N
1017	Castle Mark	Shipping	7.50	Y
1020	Edwards Charles	Production	8.60	Y
1026	Evans John	Marketing	6.00	N
1040	Anderson Carol	Accounting	11.00	N

TASK 3 Print a list of the structure.

TASK 4 Modify the database structure by adding a new field which holds the social security number for each employee. Then add the information below for each employee.

1013	--	456-11-2222
1016	--	456-22-1111
1017	--	456-33-4444
1020	--	456-44-3333
1026	--	456-55-6666
1040	--	456-66-5555

TASK 5 Add the following new employee to your records:

1050
Smith, John
Marketing
10.40
y
456-77-6666

Mark Castle is changing departments and will now be working in production.
Update the database.

Carol Anderson has left the company and her name needs to be deleted.

TASK 6 Print a list of the structure.

TASK 7 Search the database and print all the employees who make less than \$8.00 per hour.

TASK 8 Create an indexed file based upon the field called NUMBER and name the file E-CMP. Create a second index file based upon the field called NAME and name the file N-EMP. Open the file with N-EMP as the primary file and M-EMP as the secondary file.

TASK 9 Save the database on your diskette and turn in the diskette with the printed material.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
MANIPULATING IN A DATABASE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #13

Competency: Manipulating in a Database.

Performance Objective: The student will demonstrate the ability to manipulate a database by creating, updating and reporting information, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the examination is one hour.
- 2) The performance exam consists of nine tasks. The criteria for mastery is one-hundred percent.
- 3) The examiner is to be sure that each student has a copy of the exam booklet, a blank diskette and database software with manuals.
- 4) All rating should be made on individual student competency rating sheet.
- 5) Upon completion of the exam verify that all testing materials are in your possession.

Materials Needed:

Blank 3 1/2" diskette
Database Software package and manuals

Facility:

Computer Science Lab

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
MANIPULATING IN A DATABASE

PERFORMANCE EXAM:

TASK 1 Design and input the following new database called employee.

The structure should look like the following:

<u>FIELD NAME</u>	<u>TYPE</u>	<u>WIDTH</u>	<u>DEC</u>
NUMBER	N	4	0
LAST_NAME	C	9	
FIRST_NAME	C	8	
DEPARTMENT	C	10	
PAY_RATE	N	5	2
UNION	C	1	

TASK 2 Insert the following data in this database:

NUMBER	NAME	DEPARTMENT	PAY RATE	UNION
1013	McCormack Nigel	Shipping	8.25	Y
1016	Ackerman David	Accounting	9.75	N
1017	Castle Mark	Shipping	7.50	Y
1020	Edwards Charles	Production	8.60	Y
1026	Evans John	Marketing	6.00	N
1040	Anderson Carol	Accounting	11.00	N

TASK 3 Print a list of the structure.

TASK 4 Modify the database structure by adding a new field which holds the social security number for each employee. Then add the information below for each employee.

1013	--	456-11-2222
1016	--	456-22-1111
1017	--	456-33-4444
1020	--	456-44-3333
1026	--	456-55-6666
1040	--	456-66-5555

TASK 5 Add the following new employee to your records:

1050
Smith, John
Marketing
10.40
y
456-77-6666

Mark Castle is changing departments and will now be working in production.
Update the database.

Carol Anderson has left the company and her name needs to be deleted.

TASK 6 Print a list of the structure.

TASK 7 Search the database and print all the employees who make less than \$8.00 per hour.

TASK 8 Create an indexed file based upon the field called NUMBER and name the file E-CMP. Create a second index file based upon the field called NAME and name the file N-EMP. Open the file with N-EMP as the primary file and M-EMP as the secondary file.

TASK 9 Save the database on your diskette and turn in the diskette with the printed material.

COMPETENCY EXAMINATION RATING SHEET

Competency: Manipulating in a Database.

Performance Objective: The student will demonstrate the ability to manipulate a database by creating, updating and reporting information, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the Database program.			
2. Opened a new record file.			
3. Designed and entered a database structure.			
4. Modified the database structure by editing fields.			
5. Added records.			
6. Listed records.			
7. Viewed and printed data in non-report format.			
8. Edited a record.			
9. Search for a record.			
10. Deleted a record.			
11. Indexed a file.			

Comments:

[illegible]

99

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

PRINTING AND SAVING DOCUMENTS FROM A
JOINED FILE USING A DATABASE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #14

Competency: Printing and Saving Documents From a Joined File Using a Database.

Performance Objective: The student will start the database software, create a file, insert information into that file, create a data entry screen, index fields, join files, create reports and print documents and save files using a database to demonstrate their ability to perform advanced database functions, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the examination is 1 hour.
- 2) There are twelve tasks that the student must complete.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Diskette with database file M_EMP.DBF
Database software package and the manuals.
Student preference of any textbooks and/or reference manual.

Equipment:

Computer workstation with Database software and a printer.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PRINTING AND SAVING DOCUMENTS FROM A JOINED FILE USING A DATABASE

PERFORMANCE EXAM:

- TASK 1 Start the database software.
- TASK 2 Create a new database for a transaction file called T_EMP.
- TASK 3 Insert the following data:

NUMBER	HOURS
1040	40
1020	20
1013	40
1026	25

- TASK 4 Create a data entry screen to enter new information. Send a copy of this screen layout to the printer.
- TASK 5 Add the following data to this file using this new screen layout:

NUMBER	HOURS
1016	40
1017	40

- TASK 6 Send to the printer a copy of list structure.
- TASK 7 Create an indexed file based upon the field called NUMBER and name the file T_NUMBER.
- TASK 8 Send to the printer a list of all data in this file.
- TASK 9 Create a view (a jointed file) called V_EMP with the following fields: NUMBER, NAME PAY RATE, HOURS. NUMBER should be used as the common field. The files to be used are the T_EMP file you created in question 1 and the M_EMP file created in the beginning data base competency exam.

- TASK 10 Create a report form PAYROLL by using the view V_EMP. All the fields in V_EMP should be used plus a new field created to multiply the HOURS time PAY RATE.
- TASK 11 Print the report.
- TASK 12 Save the data files.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

PRINTING AND SAVING DOCUMENTS FROM A
JOINED FILE USING A DATABASE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #14

Competency: Printing and Saving Documents From a Joined File Using a Database.

Performance Objective: The student will start the database software, create a file, insert information into that file, create a data entry screen, index fields, join files, create reports and print documents and save files using a database to demonstrate their ability to perform advanced database functions, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the examination is 1 hour.
- 2) The performance examination consist of twelve major tasks.
- 3) The examiner is to make sure that each student has a copy of the exam booklet, one blank disk, DOS manual, database software manual and student's choice of any textbooks and/or reference material relative to databases. Additionally, the student should have a copy of the database file M_EMP.DBF created during the completion of the beginning database competency exam.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the exam collect exam booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record individual student performance on the competency exam rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Diskette with database file M_EMP.DBF Database software package and the manuals.

Student preference of any textbooks and/or reference manual.

Equipment:

Computer workstation with Database software and a printer.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PRINTING AND SAVING DOCUMENTS FROM A JOINED FILE USING A DATABASE

PERFORMANCE EXAM:

TASK 1 Start the database software.

TASK 2 Create a new database for a transaction file called T_EMP.

TASK 3 Insert the following data:

NUMBER	HOURS
1040	40
1020	20
1013	40
1026	25

TASK 4 Create a data entry screen to enter new information. Send a copy of this screen layout to the printer.

TASK 5 Add the following data to this file using this new screen layout:

NUMBER	HOURS
1016	40
1017	40

TASK 6 Send to the printer a copy of list structure.

TASK 7 Create an indexed file based upon the field called NUMBER and name the file T_NUMBER.

TASK 8 Send to the printer a list of all data in this file.

TASK 9 Create a view (a jointed file) called V_EMP with the following fields: NUMBER, NAME PAY RATE, HOURS. NUMBER should be used as the common field. The files to be used are the T_EMP file you created in question 1 and the M_EMP file created in the beginning data base competency exam.

- TASK 10 Create a report form PAYROLL by using the view V_EMP. All the fields in V_EMP should be used plus a new field created to multiply the HOURS time PAY RATE.
- TASK 11 Print the report.
- TASK 12 Save the data files.

COMPETENCY EXAMINATION RATING SHEET

Competency: Printing and Saving Documents From a Joined File Using a Database.

Performance Objective: The student will start the database software, create a file, insert information into that file, create a data entry screen, index fields, join files, create reports and print documents and save files using a database to demonstrate their ability to perform advanced database functions, achieving 85% mastery on the performance exam.

STUDENT _____ Competency Mastered YES _____ NO _____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the database program.			
2. Created a new file.			
3. Added records.			
4. Created a data entry screen.			
5. Added new records.			
6. Printed database structure.			
7. Indexed a file.			
8. Printed all data in file.			
9. Created adjoining file.			
10. Created a report.			

Comments:

(CONTINUED)
COMPETENCY EXAMINATION RATING SHEET

STUDENT _____ Competency Mastered YES ____ NO ____			
EXAMINER _____ Date of Rating _____			
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
11. Printed a report.			
12. Saved a database.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
NAVIGATING AND CUSTOMIZING IN THE
WINDOWS ENVIRONMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #15

Competency: Navigating and Customizing in the Windows Environment.

Performance Objective: Given the proper materials and equipment the student will demonstrate the ability to navigate in the window environment and to customize the system, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for the exam is one hour.
- 2) The performance examination consist of seven tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery on the competency.
- 4) This exam booklet and reference material must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Windows software package and the manuals

Equipment:

Computer workstation with windows software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
NAVIGATING AND CUSTOMIZING IN THE
WINDOWS ENVIRONMENT

PERFORMANCE EXAM:

- TASK 1 Open the Microsoft Windows operating environment.
- TASK 2 In the control panel, change the setting for date and time to June 26, 1991, 10:00. Also change the color scheme to purple.
- TASK 3 Open the font dialogue box and choose script - regular - 12 pts.
- TASK 4 Customize the mouse speed to fast.
- TASK 5 Set up a password "Hello" for the system.
- TASK 6 Use the sound utility to "ding" when you exit windows.
- TASK 7 Save the new windows settings and exit the operating environment.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
NAVIGATING AND CUSTOMIZING IN THE
WINDOWS ENVIRONMENT

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #15

Competency: Navigating and Customizing in the Windows Environment.

Performance Objective: Given the proper materials and equipment the student will demonstrate the ability to navigate in the window environment and to customize the system, achieving 100% mastery on the performance exam.

- 1) The maximum time allowed for this exam is one hour.
- 2) There are seven tasks that the student must complete.
- 3) Prepare according to given instructions.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Windows software package and the manuals

Equipment:

Computer workstation with windows software.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION
NAVIGATING AND CUSTOMIZING IN THE
WINDOWS ENVIRONMENT

PERFORMANCE EXAM:

- TASK 1 Open the Microsoft Windows operating environment.
- TASK 2 In the control panel, change the setting for date and time to June 26, 1991, 10:00. Also change the color scheme to purple.
- TASK 3 Open the font dialogue box and choose script - regular - 12 pts.
- TASK 4 Customize the mouse speed to fast.
- TASK 5 Set up a password "Hello" for the system.
- TASK 6 Use the sound utility to "ding" when you exit windows.
- TASK 7 Save the new windows settings and exit the operating environment.

COMPETENCY EXAMINATION RATING SHEET

Competency: Navigating and Customizing in the Windows Environment.

Performance Objective: Given the proper materials and equipment the student will demonstrate the ability to navigate in the window environment and to customize the system, achieving 100% mastery on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Loaded the windows program.			
2. Changed date, time and color in the control panel.			
3. Changed fonts in dialogue box.			
4. Customized mouse speed.			
5. Set-up password for system.			
6. Created a sound within the system.			
7. Saved all new information.			

NOTE TO EXAMINER: No printed material will be turned in by the student. Examiner should check all settings on the system before the student leaves.

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
CREATING AND FORMATTING A
DOCUMENT USING PAGEMAKER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #16

Competency: Creating and Formatting a Document Using Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create, format, enter and print information using Pagemaker, achieving 90% accuracy on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour.
- 2) The performance examination consist of seven tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette - high density
Pagemaker software package and the manuals

Equipment:

Computer workstation with pagemaker software, a laser or inkjet printer and a scanner.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING AND FORMATTING A DOCUMENT USING PAGEMAKER

PERFORMANCE EXAM:

- TASK 1 Open the Pagemaker software and select a new file with a page setup for a document that is 8.5 x 11 inches.
- TASK 2 Set margins to 0 on all sides and the orientation to portrait.
- TASK 3 Place the title "You are doing a great job" across the top of the document, centered. Use 24 pica size font with bold style.
- TASK 4 Set up 2 columns under the Title.
- TASK 5 Print a copy of the work.
- TASK 6 Change the column setup for 3 columns. Change the title font size to 36 pica and place it in reverse on a black background.
- TASK 7 Save the document.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

CREATING AND FORMATTING A
DOCUMENT USING PAGEMAKER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #16

Competency: Creating and Formatting a Document Using Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create, format, enter and print information using Pagemaker, achieving 90% accuracy on the performance exam.

- 1) The maximum time allowed for this exam is 1 hour.
- 2) There are seven tasks that the student must complete.
- 3) Prepare according to given instructions.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette - high density
Pagemaker software package and the manuals

Equipment:

Computer workstation with pagemaker software, a laser or inkjet printer and a scanner.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING AND FORMATTING A DOCUMENT USING PAGEMAKER

PERFORMANCE EXAM:

- TASK 1 Open the Pagemaker software and select a new file with a page setup for a document that is 8.5 x 11 inches.
- TASK 2 Set margins to 0 on all sides and the orientation to portrait.
- TASK 3 Place the title "You are doing a great job" across the top of the document, centered. Use 24 pica size font with bold style.
- TASK 4 Set up 2 columns under the Title.
- TASK 5 Print a copy of the work.
- TASK 6 Change the column setup for 3 columns. Change the title font size to 36 pica and place it in reverse on a black background.
- TASK 7 Save the document.

COMPETENCY EXAMINATION RATING SHEET

Competency: Creating and Formatting a Document Using Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create, format, enter and print information using Pagemaker, achieving 90% accuracy on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Opened Pagemaker software.			
2. Created and formatted new file.			
3. Set margins.			
4. Set orientation.			
5. Entered information.			
6. Centered text.			
7. Changed font size.			
8. Changed attributes to boldface.			
9. Set columns.			
10. Printed document.			
11. Changed format, columns, font size.			
12. Reversed Text.			
13. Saved the document.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
DEMONSTRATING THE ADVANCED
FEATURES OF PAGEMAKER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #17

Competency: Demonstrating the Advanced Features of Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create a multi-page document which includes placing graphics, drawing boxes, rotating text numbering pages, scanning and importing graphing and printing a document, achieving 80% accuracy on the performance exam.

- 1) The maximum time allowed for the exam is one hour.
- 2) The performance examination consist of seven tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette - high density
Pagemaker, scanning software package, and the manuals

Equipment:

Computer workstation with pagemaker software, laser or inkjet printer and a scanner.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATING THE ADVANCED FEATURES OF PAGEMAKER

PERFORMANCE EXAM:

- TASK 1 Open the Pagemaker software and create a two-sided, three-column brochure.
- TASK 2 Bring a graphic in from either clip art or your own drawing (in paint) and place it in column 1, page 1.
- TASK 3 Using the box tool, place a 1 pt. box around the graph.
- TASK 4 In column 2, page 1 - type "College is fun". Then rotate the text 90°.
- TASK 5 Using the master pages, set up page numbers to appear at the bottom center of each page.
- TASK 6 On page 2, scan a graph using a hand scanner or full page scanner and place it in column one.
- TASK 7 Print the document and fold.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
DEMONSTRATING THE ADVANCED
FEATURES OF PAGEMAKER

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #17

Competency: Demonstrating the Advanced Features of Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create a multi-page document which includes placing graphics, drawing boxes, rotating text numbering pages, scanning and importing graphing and printing a document, achieving 80% accuracy on the performance exam.

- 1) The maximum time allowed for this exam is one hour.
- 2) There are seven tasks that the student must complete.
- 3) Prepare according to given instructions.
- 4) Upon completion of the exam, verify that all materials and equipment have been returned to pretest condition.
- 5) Clarify any questions before the examination begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette - high density
Pagemaker, scanning software package, and the manuals

Equipment:

Computer workstation with pagemaker software, laser or inkjet printer and a scanner.

Time started: _____
Time finished: _____

COMPETENCY EXAMINATION

DEMONSTRATING THE ADVANCED FEATURES OF PAGEMAKER

PERFORMANCE EXAM:

- TASK 1 Open the Pagemaker software and create a two-sided, three-column brochure.
- TASK 2 Bring a graphic in from either clip art or your own drawing (in paint) and place it in column 1, page 1.
- TASK 3 Using the box tool, place a 1 pt. box around the graph.
- TASK 4 In column 2, page 1 - type "College is fun". Then rotate the text 90°.
- TASK 5 Using the master pages, set up page numbers to appear at the bottom center of each page.
- TASK 6 On page 2, scan a graph using a hand scanner or full page scanner and place it in column one.
- TASK 7 Print the document and fold.

COMPETENCY EXAMINATION RATING SHEET

Competency: Demonstrating the Advanced Features of Pagemaker.

Performance Objective: Given the appropriate materials and equipment the student will create a multi-page document which includes placing graphics, drawing boxes, rotating text numbering pages, scanning and importing graphing and printing a document, achieving 80% accuracy on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Opened Pagemaker software.			
2. Created a two-sided, three column document.			
3. Placing a graphic.			
4. Drawing a box.			
5. Rotating text.			
6. Used master pages to number pages.			
7. Scanning and placing a graph.			
8. Printing the document.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PROGRAMMING IN A STRUCTURED
COMPUTER LANGUAGE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #18

Competency: Programming in a Structured Computer Language.

Performance Objective: The student will plan, code, debug, and print a program in a structured computer language, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for the exam is two hours.
- 2) The performance exam consists of six tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Student choice of textbook and the manuals
Student Choice of Language Compilers

Equipment:

Computer work station with language compiler and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PROGRAMMING IN A STRUCTURED COMPUTER LANGUAGE

PERFORMANCE EXAM:

TASK 1 Develop a plan for the following program. This may be done through flowcharting or pseudocode.

The program should let you enter the initial balance for the month, followed by a series of transactions.

For each transaction entered, the program should echo-print the transaction data, the current balance for the account, and the total service charges.

Service charges are .10 for a deposit, and .15 for a check. If the balance drops below \$500.00 at any point during the month, a service charge of \$5.00 will be assessed for the month.

If the balance drops below \$50.00, the program should print a warning message. If the balance becomes negative, an additional service charge of \$10.00 should be assessed for each check until the balance becomes positive again.

A transaction will take the form of a letter, followed by a blank and a real number. If the letter is "C", then the number is the amount of a check. If the letter is a "D", then the number is the amount of a deposit. The last transaction will consist of the letter "E", with no number following it.

A sample run might look like this:

Enter the beginning balance 879.46.

Enter a transaction C 400.00

Transaction: Check amount \$400.00

Current Balance: 479.46

Service Charge: Check - .15

Service Charge: Below \$500.00 - \$5.00

Total Service Charge: \$5.15

Current Balance: \$79.46

Total Service Charge: \$5.15

Final Balance: \$74.31

TASK 2 From the plan developed above, code the program in a structured computer language of your choice.

TASK 3 Debug the program and make necessary changes so that all the errors are corrected.

TASK 4 Test the program using the following test data:

Beginning Balance - 1012.42

C 212.13

D 500.00

C 126.42

E

TASK 5 Document the program and format the output.

TASK 6 Print a listing of the program and direct the output to the printer.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
PROGRAMMING IN A STRUCTURED
COMPUTER LANGUAGE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTIONS TO THE EXAMINER

PERFORMANCE EXAMINATION #18

Competency: Programming in a Structured Computer Language.

Performance Objective: The student will plan, code, debug, and print a program in a structured computer language, achieving 80% mastery on the performance exam.

- 1) The maximum time allowed for this exam is two hours.
- 2) There are six tasks that the student must complete.
- 3) Prepare according to given instructions or formula.
- 4) Upon completion of the exam verify that all materials, and equipment have been returned to pretest condition.
- 5) Clarify any questions before the exam begins.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Blank 3 1/2" diskette
Student choice of textbook and the manuals
Student Choice of Language Compilers

Equipment:

Computer work station with language compiler and a printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

PROGRAMMING IN A STRUCTURED COMPUTER LANGUAGE

PERFORMANCE EXAM:

TASK 1 Develop a plan for the following program. This may be done through flowcharting or pseudocode.

The program should let you enter the initial balance for the month, followed by a series of transactions.

For each transaction entered, the program should echo-print the transaction data, the current balance for the account, and the total service charges.

Service charges are .10 for a deposit, and .15 for a check. If the balance drops below \$500.00 at any point during the month, a service charge of \$5.00 will be assessed for the month.

If the balance drops below \$50.00, the program should print a warning message. If the balance becomes negative, an additional service charge of \$10.00 should be assessed for each check until the balance becomes positive again.

A transaction will take the form of a letter, followed by a blank and a real number. If the letter is "C", then the number is the amount of a check. If the letter is a "D", then the number is the amount of a deposit. The last transaction will consist of the letter "E", with no number following it.

A sample run might look like this:

Enter the beginning balance 879.46.

Enter a transaction C 400.00

Transaction: Check amount \$400.00
Current Balance: 479.46
Service Charge: Check - .15
Service Charge: Below \$500.00 - \$5.00
Total Service Charge: \$5.15
Current Balance: \$79.46
Total Service Charge: \$5.15
Final Balance: \$74.31

COMPETENCY EXAMINATION RATING SHEET

Competency: Programming in a Structured Computer Language.

Performance Objective: The student will plan, code, debug, and print a program in a structured computer language, achieving 80% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Designed a program solution by flowchart or pseudocode.			
2. Loaded the program compiler.			
3. Coded the program.			
4. Debug the program.			
5. Tested the program with test cases.			
6. Documented the program.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

WRITING BATCH FILES THAT DEMONSTRATE
THE ADVANCED FEATURES OF THE DOS
MICROCOMPUTER OPERATING SYSTEM.

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #19

Competency: Writing batch files that demonstrate the advanced features of the DOS microcomputer operating system.

Performance Objective: The student will write batch files that use advanced disk operating system commands to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for the exam is 60 minutes.
- 2) There are four tasks that the student must complete.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Bootable floppy diskette
DOS Manual
Any textbooks or manuals student wants

Equipment:

Computer workstation with DOS software and printer

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

WRITING BATCH FILES THAT DEMONSTRATE THE ADVANCED FEATURES OF THE DOS MICROCOMPUTER OPERATING SYSTEM.

PERFORMANCE EXAM:

The student will write batch files that use advanced disk operating system commands to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

TASK 1 Write a batch file saved on a diskette named NAME.BAT that when executed will clear the screen and print your name centered in capital letters. Send a copy of this batch file to the printer.

TASK 2 Write an AUTOEXEC.BAT file saved on a bootable A drive diskette that will do the following:

- 1) Turns off the commands so they are not displayed on the screen when the batch file is executed.
- 2) Change the DOS prompt to display the current drive and directory, the current system time and the > symbol.
- 3) Types to the screen a menu for users to select from a word processing, spreadsheet or database program.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

WRITING BATCH FILES THAT DEMONSTRATE
THE ADVANCED FEATURES OF THE DOS
MICROCOMPUTER OPERATING SYSTEM.

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

PERFORMANCE EXAMINATION #19

Competency: Writing batch files that demonstrate the advanced features of the DOS microcomputer operating system.

Performance Objective: The student will write batch files that use advanced disk operating system commands to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

- 1) The maximum time allowed for this exam is 60 minutes.
- 2) There are four tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the test booklet, two blank diskettes and DOS manual.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the examination collect test booklets, diskette, and reference materials, and return to the appropriate administrator.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Bootable floppy diskette
DOS Manual
Any textbooks or manuals student wants

Equipment:

Computer workstation with DOS software and printer

Time started: _____
Time finished: _____

COMPETENCY EXAMINATION

WRITING BATCH FILES THAT DEMONSTRATE THE ADVANCED FEATURES OF THE DOS MICROCOMPUTER OPERATING SYSTEM.

PERFORMANCE EXAM:

The student will write batch files that use advanced disk operating system commands to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

TASK 1 Write a batch file saved on a diskette named NAME.BAT that when executed will clear the screen and print your name centered in capital letters. Send a copy of this batch file to the printer.

TASK 2 Write an AUTOEXEC.BAT file saved on a bootable A drive diskette that will do the following:

- 1) Turns off the commands so they are not displayed on the screen when the batch file is executed.
- 2) Change the DOS prompt to display the current drive and directory, the current system time and the > symbol.
- 3) Types to the screen a menu for users to select from a word processing, spreadsheet or database program.

COMPETENCY EXAMINATION RATING SHEET

Competency: Writing batch files that demonstrate the advanced features of the DOS microcomputer operating system.

Performance Objective: The student will write batch files that use advanced disk operating system commands to demonstrate their proficiency of knowledge, achieving 85% mastery on the performance exam.

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. NAME.BAT file.			
2. ECHO OFF command.			
3. PROMPT command.			
4. Menu.			

Comments:

STUDENT MANUAL
COMPETENCY EXAMINATION

COMPETENCY:

CREATING LOGIN SCRIPTS FOR NOVELL NETWARE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

SPECIFIC INSTRUCTION TO THE STUDENT

PERFORMANCE EXAMINATION #20

Competency: Creating Login Scripts for Novell Netware.

Performance Objective: The student will connect to the Novell microcomputing network; use the SYSCON utility; create new user ID's; assign new users specific rights to the network; create a login script that includes drive mappings to turn off the map display, display type and version of the network operating system, display the current date, use IF command to display an appropriate message, turn on the map display; test the new login script, and print the new login script to demonstrate their proficiency of knowledge, achieving 90% accuracy on the performance exam.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) This exam consist of eleven tasks.
- 3) For each task, you will be evaluated on your ability to perform the skills necessary for mastery of the competency.
- 4) This exam booklet, reference material, student printed material and diskette and supplemental equipment must be returned to the examiner before leaving the area.
- 5) After you have read the exam instructions, inform the examiner that you are ready to begin the exam.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Manuals for Novell Netware
Textbooks of student's choice

Equipment:

Microcomputer networked workstations with printer and installed Novell Netware and DOS.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING LOGIN SCRIPTS FOR NOVELL NETWORK

PERFORMANCE EXAM:

- TASK 1 Login to the Novell Network.
- TASK 2 Use the SYSCON utility to create a new user. Use your initials as the name of the user.
- TASK 3 Give this new user read, open and search rights to the SYS:\LOGIN, SYS:\SYSTEM, and SYS:\PUBLIC directories.
- TASK 4 Create a login script for the user that maps the drive letter F:, G:, and H: to the directories listed above.
- TASK 5 Add a statement to the login script to turn the map display off.
- TASK 6 Add a statement to the login script to display the type and version of the operating system.
- TASK 7 Add a statement to the login script to display the current date.
- TASK 8 Add statements to the login script that displays the time of day and prints the message "Good Morning" to the user ID if the time is AM or "Good Afternoon" to the user ID if the time is PM.
- TASK 9 Type in the commands to turn map display on and display the mappings at the end of the script.
- TASK 10 Login in as the new user and test the script.
- TASK 11 Send to the printer a copy of this new login script.

EXAMINER MANUAL
COMPETENCY EXAMINATION

COMPETENCY:
CREATING LOGIN SCRIPTS FOR NOVELL NETWARE

COMPUTER SCIENCE
MICROCOMPUTING - RELATED OCCUPATIONS

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SPECIFIC INSTRUCTION TO THE EXAMINER

PERFORMANCE EXAMINATION #20

Competency: Creating Login Scripts for Novell Netware.

Performance Objective: The student will connect to the Novell microcomputing network; use the SYSCON utility; create new user ID's; assign new users specific rights to the network; create a login script that includes drive mappings to turn off the map display, display type and version of the network operating system, display the current date, use IF command to display an appropriate message, turn on the map display; test the new login script, and print the new login script to demonstrate their proficiency of knowledge, achieving 90% accuracy.

- 1) The maximum time allowed for the exam is 1 hour and 30 minutes.
- 2) There are eleven tasks that the student must complete.
- 3) The examiner is to make sure that each student has a copy of the exam booklet, one floppy disk, installed Novell Netware, DOS, and appropriate reference books. Additionally, the student must have a user ID on the network, as well as, read, open and search rights to the SYS:\LOGIN, SYS:\SYSTEM, and SYS:\PUBLIC directories.
- 4) The examiner should clarify any questions before the testing begins.
- 5) Upon completion of the examination collect exam booklets, diskette, and reference material and return to the appropriate administrator.
- 6) Record all ratings on the individual student competency rating sheet.

Facility:

Computer Science Lab

Materials Needed:

Floppy diskette
Manuals for Novell Netware
Textbooks of student's choice

Equipment:

Microcomputer networked workstations with printer and installed Novell Netware and DOS.

Time started: _____

Time finished: _____

COMPETENCY EXAMINATION

CREATING LOGIN SCRIPTS FOR NOVELL NETWORK

PERFORMANCE EXAM:

- TASK 1 Login to the Novell Network.
- TASK 2 Use the SYSCON utility to create a new user. Use your initials as the name of the user.
- TASK 3 Give this new user read, open and search rights to the SYS:\LOGIN, SYS:\SYSTEM, and SYS:\PUBLIC directories.
- TASK 4 Create a login script for the user that maps the drive letter F:, G:, and H: to the directories listed above.
- TASK 5 Add a statement to the login script to turn the map display off.
- TASK 6 Add a statement to the login script to display the type and version of the operating system.
- TASK 7 Add a statement to the login script to display the current date.
- TASK 8 Add statements to the login script that displays the time of day and prints the message "Good Morning" to the user ID if the time is AM or "Good Afternoon" to the user ID if the time is PM.
- TASK 9 Type in the commands to turn map display on and display the mappings at the end of the script.
- TASK 10 Login in as the new user and test the script.
- TASK 11 Send to the printer a copy of this new login script.

COMPETENCY EXAMINATION RATING SHEET

Competency: Creating Login Scripts for Novell Netware.

Performance Objective: The student will connect to the Novell microcomputing network; use the SYSCON utility; create new user ID's; assign new users specific rights to the network; create a login script that includes drive mappings to turn off the map display, display type and version of the network operating system, display the current date, use IF command to display an appropriate message, turn on the map display; test the new login script, and print the new login script to demonstrate their proficiency of knowledge, achieving 90% accuracy on the performance exam.

STUDENT _____		Competency Mastered YES ____ NO ____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
1. Login.			
2. Used SYSCON to create new user.			
3. Assigned new user rights.			
4. Mapped drive F: G: H:			
5. Turned off map display.			
6. Displayed type and version.			
7. Displayed current date.			
8. Used IF to create time message.			
9. Displayed mapping.			

Comments:

(CONTINUED)
COMPETENCY EXAMINATION RATING SHEET

STUDENT _____		Competency Mastered YES _____ NO _____	
EXAMINER _____		Date of Rating _____	
PERFORMANCE CRITERIA	STUDENT PERFORMANCE		
	Satisfactory	No. of Attempts	Completion Date
10. Tested login script.			
11. Printed login script.			

Comments: